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COMMITTEE FOR PROFESSIONAL COUNSELORS
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M E M O R A N D U M

TO: Missouri Licensed Professional Counselors

FROM: Missouri Committee for Professional Counselors

SUBJECT: Licensure Renewal

Missouri LPCs have been selected as the first profession within the Division of Professional Registration to renew via the Internet. The online system will allow an LPC to renew a license by accessing information from a secure web site and paying the renewal and processing fee with a credit card.

In April a renewal form **and** instructions on how to renew the license online will be mailed to LPCs. Attached is a sample flyer that will be included with the renewal notification.

LPCs are encouraged to take advantage of the online renewal system, as it can save you time. Also, you will not have to worry about whether renewal form was completed correctly and signed, whether the check signed, and if you met the renewal deadline. Please be looking for this information in your renewal notice.

RENEW YOUR LICENSE ONLINE

PLEASE READ THIS IMPORTANT NOTICE BEFORE RENEWING YOUR LICENSE

<<first name>> <<middle name>> <<last name>> <<suffix>>
<<address>>
<<address2>>
<<city>> <<state>> <<zip>>

Effective immediately, a licensed professional counselor can renew the license online. To renew online simply follow the instructions below.

1. Access the online web site at <https://renew.pr.mo.gov/>

2. You will need the following two numbers to activate your online renewal --

Personal Identification Number or PIN --- <<pin number>>

License Number --- <<license number>>

3. Once you complete the online renewal process and receive an online confirmation, please destroy this notice and the renewal form. If you do not wish to renew online, please follow the instructions on the enclosed renewal form.

NOTICE

Effective July 1, 2003, all persons and business entities renewing a license with the Division of Professional Registration are required to have paid all state income taxes, and also are required to have filed all necessary state income tax returns for the preceding three years. If you have failed to pay your taxes or have failed to file your tax returns your license will be subject to immediate revocation within 90 days of being notified by the Missouri Department of Revenue of any delinquency or failure to file. This requirement was enacted in House Bill 600 of the 92nd General Assembly (2003), and was signed into law by the Governor on July 1, 2003.

If you are notified by the Department of Revenue regarding failure to pay or file state income taxes, do not sent any information with your renewal to the Division or the licensure board. Please contact the Department of Revenue at 573/751-7200.